



National Aeronautics and
Space Administration
Washington, DC 20546

Procurement Notice

PN 22-13

AUGUST 23, 2022

Revision to NFS Appendix C – Adding Part 400, Solicitation Instructions (NFS Case 2022-N013)

PURPOSE: Revise NFS Appendix C, Data Requirements Descriptions and Requirements Statements, to incorporate Part 400, Solicitation Instructions, which will contain the prescriptions for the use of agency-wide solicitation instructions.

BACKGROUND: In 2021, Procurement Notice (PIC) 21-05 was issued to revise the NFS by incorporating a new appendix, i.e., Appendix C, to provide a centralized location to place standardized, agency-wide data requirements descriptions (DRD) templates and requirements being developed and approved; as a result, of the Procurement Control Board (PCB) process activities.

The requirements statements were intended to supplement the contract performance work statement, or statement of work, or specifications, and therefore, would be included in the solicitation and contract. There are some requirement statements that are only applicable to an “offeror” and not an “awardee” and should only be included in a solicitation. To provide clarity it was proposed that NFS Appendix C – Data Requirements Descriptions and Requirements Statements, be revised to include a “Part 400, Solicitation Instructions”. Part 400 would include the prescriptions for the application of agency-wide solicitation instructions such as the “Financial Capabilities Assessment” and “Electronic Submission of Proposals-Proposal Marking and Delivery Through NASA’s EFSS Box”.

ACQUISITIONS AFFECTED BY CHANGES: All new solicitations shall include applicable solicitation instructions.

ACTION REQUIRED BY CONTRACTING OFFICERS: Contracting officers shall review NFS Appendix C, Part 400, for applicability to new solicitations.

PROVISION AND CLAUSE CHANGES: None.

NFS PART(S) AFFECTED: NFS Appendix C, Data Requirements Descriptions and Requirements Statements

PIC or PCD CHANGES: None.

TYPE OF RULE AND PUBLICATION DATE: These changes do not have a significant effect beyond the internal operating procedures of NASA and do not have a significant cost or administrative impact on contractors or offerors, and therefore do not require codification in the Code of Federal Regulations (CFR) or publication for public comment.

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Enclosure

NFS changes indicated in **[bold text]** for additions or by ~~striketrough~~ for deletions.
Text unchanged shown as asterisks *** or *****.

APPENDIX C DATA REQUIREMENTS DESCRIPTIONS[,] AND REQUIREMENTS STATEMENTS[, AND SOLICITATION INSTRUCTIONS]

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PART 300 – REQUIREMENTS STATEMENTS

C-300 Purpose.

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C-301 Prescriptions for use of Requirements Statements.

C-301.1 ~~Financial Capabilities Assessment~~ **[Foreign Travel by Contractor Employees
on NASA Official Business]**

~~Insert the solicitation instruction “Financial Capabilities Assessment” in solicitations related to a significant contract for design and development programs and projects, with a lifecycle cost of \$500 million or more, or otherwise designated by the NASA Associate Administrator.~~ **[Insert the Foreign Travel by Contractor employees on NASA Official Business Requirement Statement in solicitations and contracts when it is anticipated that contractor employees will be required by the contract to travel international on NASA official business.]**

~~C-301.2 Foreign Travel by Contractor Employees on NASA Official Business~~
[Counterintelligence Briefings]

~~Insert the Foreign Travel by Contractor employees on NASA Official Business Requirement Statement in solicitations and contracts when it is anticipated that contractor employees will be required by the contract to travel international on NASA official business.~~ **[Insert the Counterintelligence Briefings Requirements Statement in solicitations and contracts when it is anticipated that contractor employees will or may be required to travel internationally on official NASA business.]**

~~[C-301.3 Counterintelligence Briefings~~

~~Insert the Counterintelligence Briefings Requirements Statement in solicitations and contracts when it is anticipated that contractor employees will or may be required to travel internationally on official NASA business.]~~

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[PART 400 – SOLICITATION INSTRUCTIONS

C-400 Purpose.

This part provides additional solicitation instructions for offerors. Contracting officers shall include in solicitations any instructions that apply to the specific acquisition. The complete listing of agency-wide solicitation instructions to offerors can be found [here](#).

C-401 Prescriptions for the use of Solicitation Instructions.

C-401.1 Financial Capabilities Assessment

Insert the solicitation instruction “Financial Capabilities Assessment” in solicitations related to a significant contract for design and development programs and projects, with a lifecycle cost of \$500 million or more, or otherwise [designated by the NASA Associate Administrator.

C-401.2 Electronic Proposal Delivery – Proposal Marking and Delivery Through NASA’s EFSS Box

Insert the solicitation instruction “Electronic Proposal Delivery – Proposal Marking and Delivery Through NASA’s EFSS Box” in solicitations when submission of electronic proposals is required.]